



## Application for Free Library Service: Individuals

Wolfner Library for the Blind and Physically Handicapped  
PO Box 387, Jefferson City, MO 65102-0387  
Telephone: (800) 392-2614

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**Please print or type:**

Applicant's Name \_\_\_\_\_  
(first) (middle) (last)

Street Address \_\_\_\_\_  
(number) (street name or route) (apartment or box number)

City \_\_\_\_\_ State \_\_\_\_\_ Zip + 4 \_\_\_\_\_

County \_\_\_\_\_ Phone: home (\_\_\_\_) \_\_\_\_\_ work (\_\_\_\_) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ (Month/Day/Year) Sex: ☐ Male ☐ Female

- ☐ By law, preference in lending of books and equipment is given to veterans. Please check here if you have been honorably discharged from the Armed Forces of the United States.

### Eligibility and Certification

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Please check the primary disability preventing you from reading standard print:

- ☐ **Blindness** Visual acuity of 20/200 or less in the better eye with correcting lens, or the widest diameter of visual field is no greater than 20 degrees.
- ☐ **Visual Impairment** Inability to read standard printed materials without special aids or devices other than regular glasses.
- ☐ **Physical Disability** Inability to read or use standard printed materials as a result of physical limitations, e.g., paralysis, lack of arms or hands, extreme weakness.
- ☐ **Reading Disability** Disability must be physically based (an organic dysfunction) and of sufficient severity to prevent reading regular or standard printed materials in a normal manner. **Application must be signed by doctor of medicine or osteopathy.**

In addition to any of the previously indicated conditions, do you also have a hearing loss? If yes, please indicate the degree:

☐ **Moderate** (some hearing loss)

☐ **Profound** (major hearing loss)

Qualified readers must be residents of the United States, including the 50 states, territories, insular possessions, and the District of Columbia, or American citizens temporarily living abroad.

### **To be completed by certifying authority**

(see definitions of “certifying authority” below)

I certify the applicant named has requested library service and is unable to read or use standard printed material for the reason indicated on the previous page.

Please print or type:

Certifier's Name \_\_\_\_\_

Title/Occupation \_\_\_\_\_

Street Address \_\_\_\_\_ Phone (    ) \_\_\_\_\_

City, State \_\_\_\_\_ Zip+4 \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

(Signature must be original. We cannot accept fax or photocopy.)

### **Definition of “Certifying Authority”**

1. In cases of **blindness, visual impairment, or physical disability**, certifying authorities include doctors of medicine or osteopathy, optometrists, registered nurses, nurse practitioners, physician assistants, therapists, professional staff of hospitals, institutions, and public agencies (e.g., social workers, counselors, or rehabilitation teachers). In the absence of any of these, certification may be made by professional librarians or by any person whose competence under specific circumstances is acceptable to the Library of Congress.
2. In the case of a **reading disability** the certifying authority must be a doctor of medicine or osteopathy, who may consult with colleagues in associated disciplines.
3. A family member is **not** eligible to sign this application as a certifying authority.

## Books, Equipment, and Other Services

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Please check those you wish to receive:

- ☐ **Talking Books on cassette and a cassette player** (playback only).

Please choose **one** of the following cassette players:

- ☐ Standard cassette player, plays 15/16 ips, 4-track Library of Congress cassettes, and also plays 1-7/8 ips, 2-track commercially recorded cassettes. Operates with a rechargeable battery, or electricity.
- ☐ Easy cassette player, plays 15/16 ips, 4-track cassettes only. For persons who have difficulty with manual dexterity. Must be plugged into electricity for operation.

- ☐ **Braille Books**

- ☐ **Magazines:** a catalog for magazine selection will be sent.

- ☐ **Music: not** music for listening, but instructional recordings and braille or large print music scores and magazines.

- ☐ **Descriptive Video Service:** videos with added narration.

- ☐ **NFB - NEWSLINE Service:** telephone newspaper service.

- ☐ **Large Print Books:** for children and teenagers.

## Machines' Accessories

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Special accessories for players are available; please check those needed:

- ☐ **Amplifier** (solely for use by readers with profound hearing loss—requires a special application which will be sent to you).

- ☐ **Extension lever for cassette player** (assists readers with limited use of their hands in operating the standard cassette player controls).

- ☐ **Headphones** (only for patrons with a hearing loss, or for patrons residing in a group setting where headphones are necessary for private listening).

- ☐ **Pillow speaker** (for readers confined to bed).

- ☐ **Remote control** (assists readers with limited use of their hands in turning the standard machine on and off—requires a special application which will be sent to you).

- ☐ **Breath switch** (for use with the remote control unit for readers who have little or no use of their hands).

## Reading Preferences

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Select the type of book service you desire **(choose only one)**:

- ☐ **I only want to select my own books.** I will send the library requests from catalogs, "Talking Book Topics," "Braille Book Review," or other sources.
- ☐ **In addition to selecting books myself, I would like the library to select books for me when my requests are not available. My reading interests are:**

- |   |   |
|---|---|
| <input type="checkbox"/> Adventure                      | <input type="checkbox"/> Biographies            |
| <input type="checkbox"/> Animal Stories                 | <input type="checkbox"/> Government/Politics    |
| <input type="checkbox"/> Radio Plays and Dramatizations | <input type="checkbox"/> Health                 |
| <input type="checkbox"/> Best Sellers, Fiction          | <input type="checkbox"/> Disabilities           |
| <input type="checkbox"/> Best Sellers, Nonfiction       | <input type="checkbox"/> Family Interests       |
| <input type="checkbox"/> Classics                       | <input type="checkbox"/> History, World         |
| <input type="checkbox"/> Fantasy                        | <input type="checkbox"/> History, United States |
| <input type="checkbox"/> Gothic Novels                  | <input type="checkbox"/> History, U.S. Frontier |
| <input type="checkbox"/> Historical Novels              | <input type="checkbox"/> History, Missouri      |
| <input type="checkbox"/> Romance Novels                 | <input type="checkbox"/> Cooking                |
| <input type="checkbox"/> Mysteries                      | <input type="checkbox"/> Humor                  |
| <input type="checkbox"/> Espionage Novels               | <input type="checkbox"/> Music, Books About     |
| <input type="checkbox"/> Horror Stories                 | <input type="checkbox"/> Plays and Drama        |
| <input type="checkbox"/> Science Fiction                | <input type="checkbox"/> Poetry                 |
| <input type="checkbox"/> War, Fiction                   | <input type="checkbox"/> Religion _____         |
| <input type="checkbox"/> Westerns                       | <input type="checkbox"/> Sciences               |
| <input type="checkbox"/> Gentle and Nostalgic Fiction   | <input type="checkbox"/> Sports                 |
| <input type="checkbox"/> Sports Fiction                 | <input type="checkbox"/> Travel                 |
| <input type="checkbox"/> Christian Fiction              | <input type="checkbox"/> War, Nonfiction        |
| <input type="checkbox"/> Family Sagas                   | <input type="checkbox"/> Other(s) _____         |

**I do not wish to receive books that contain:**

- ☐ Violence
- ☐ Explicit descriptions of sex
- ☐ Strong language
- ☐ Adult-reading level material
- ☐ Young adult material
- ☐ Children's material
- ☐ Narrator with an accent

**The reading level most appropriate for me is:**

- |   |   |
|---|---|
| <input type="checkbox"/> Preschool-grade 2    | <input type="checkbox"/> Grades 5-8     |
| <input type="checkbox"/> Kindergarten-grade 3 | <input type="checkbox"/> Grades 6-9     |
| <input type="checkbox"/> Grades 2-4           | <input type="checkbox"/> Jr. & Sr. High |
| <input type="checkbox"/> Grades 3-6           | <input type="checkbox"/> High School    |
| <input type="checkbox"/> Grades 4-6           | <input type="checkbox"/> Adult          |

**My preferred language for reading is:**

- ☐ English      ☐ Other(s) \_\_\_\_\_

Please give the name of a relative or close friend to be contacted if you cannot be reached for an extended period. The person should not live in the same household.

Name \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

If you have received this service from any other library for the blind and physically handicapped, please provide the following information:

Library Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

### **Applicant Agreement**

It is the responsibility of the library user to:

1. Return library materials and machines to the Wolfner Library when they are no longer being used.
2. Notify the library of any address or telephone number changes.
3. Take reasonable care of materials and machines.
4. Borrow at least one book or magazine per year.
5. Read and return books within six weeks of their receipt, to allow others the opportunity to read.

I understand the above responsibilities and agree to follow them.

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Signature of applicant (**Parent if applicant is a minor.**)

Please mail this completed application to:  
**Wolfner Library for the Blind and Physically Handicapped**  
**PO Box 387**  
**Jefferson City, MO 65102-0387**

## **Notes to Applicant**

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Mail (do not fax) your application to the library. Once your application is received, the library will send additional information concerning services. This will include one or more of the library's latest catalogs for ordering books, the equipment you requested, and a users handbook. The library will also process your subscription to "Talking Book Topics" and/or "Braille Book Review," which will be mailed directly to your residence. This will let you know about the latest books at the library.

If you have any questions concerning this information, or need additional assistance in completing this application form, please call Wolfner Library at:

**(800) 392-2614, toll free in Missouri**

**(573) 751-8720**

**FAX (573) 526-2985**

**TDD (800) 347-1379, toll free in Missouri**

**E-mail: [wolfner@sos.mo.gov](mailto:wolfner@sos.mo.gov)**

**Home page: [www.sos.mo.gov/wolfner/](http://www.sos.mo.gov/wolfner/)**

Wolfner Library is open to the public during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, and is closed on Missouri State holidays. After hours, patrons may call the library toll free at (800) 392-2614 and leave a message. Visitors are welcome to visit the library, in the Missouri State Information Center, located at 600 West Main, in Jefferson City.

The machines and special attachments are supplied to eligible persons on extended loan. If this equipment malfunctions, please call the library for instructions for returning it. If the equipment is no longer being used in conjunction with the recorded materials from Wolfner Library and the Library of Congress, it must be returned to Wolfner Library for the Blind and Physically Handicapped.

## **Confidentiality**

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The information required on this application pertains to eligibility for and establishment of free library services for blind and physically impaired individuals.

This information is required by the National Library Service for the Blind and Physically Handicapped of the Library of Congress to fulfill the requirements of Public Law 89-522. Complete and accurate information will speed the application process.

This application is a library record, and, as such, its information is considered to be confidential in accordance with Missouri Revised Statute 182.817.